



## JUDICIAL BRANCH CERTIFICATION COMMISSION

OFFICE OF COURT ADMINISTRATION, CERTIFICATION DIVISION  
205 WEST 14<sup>TH</sup> STREET, SUITE 502 • TOM C. CLARK BUILDING • AUSTIN, TEXAS 78701  
P. O. BOX 12066 • AUSTIN, TEXAS 78711-2066  
512/ 475- 4368 • FAX 512/463-1117

### Guardianship Certification Exam Information For Fiscal Year 2016 (September 1, 2015 through August 31, 2016)

The Judicial Branch Certification Commission (JBCC) will administer the exam in October 2015 in Austin. The JBCC may continue to administer the exams, or it may obtain a vendor. If the JBCC continues to administer exams without a vendor, additional dates and locations will be posted to the JBCC website. If a vendor is obtained, this instruction sheet will be updated accordingly.

A separate e-mail account has been established for questions and all matters related to the guardianship certification exam, [guardians@txcourts.gov](mailto:guardians@txcourts.gov). Please use that e-mail to ensure your questions and concerns are addressed timely by the Certification Division staff.

#### **1. Register**

Complete the Exam Registration form, found on the JBCC website. To help ensure exam security, you must provide a copy of the photo i.d. you will present when you take the exam (see Item 6, below) with your Exam Registration form.

You must provide current contact information on the Exam Registration form. E-mail is the most efficient way to communicate with you regarding the exam, and we encourage you to provide an e-mail address. If you do provide an e-mail address, that will be the contact method used for all matters related to the exam, including providing you with your exam results. Communication will be by regular first class mail only if you do not provide an e-mail address.

The exam fee is \$175. Payment must accompany the Exam Registration form, and must be by check or money order, payable to Office of Court Administration. One check may be sent to pay the fee for multiple examinees, but each person must complete and submit a separate Exam Registration form. The exam fee is NOT refundable.

The Office of Court Administration cannot accept credit cards or any form of on-line payment. If you work for a state agency, contact your supervisor regarding inter-agency payment.

Submit your completed Exam Registration form and exam fee to:

Office of Court Administration  
Attn: Certification Division

*By Regular Mail:*  
P.O. Box 12066  
Austin, Texas 78711-2066

*By Overnight or Hand Delivery:*  
205 W. 14th St., Suite 600  
Austin, Texas 78701

**NOTE:** Registration for the exams is limited to 18 people for each date, and registration is on a first come, first served basis. If your registration is received after 18 people have already registered for a particular exam, you will either be given an alternate time or will be registered for the next exam.

## **2. Deadline**

You must register at least fourteen days before the exam date. This means your completed Exam Registration form, including a copy of your photo i.d., and payment must be at the Office of Court Administration by close of business on that date.

## **3. Review**

Upon receipt of your completed Exam Registration form and your payment, the Certification Division staff will ensure it is complete. If there are any problems with it, you will be contacted.

Any problem with your registration must be resolved at least fourteen days in advance of the exam date. Otherwise, you will not be able to take the exam.

## **4. Confirmation**

You will receive confirmation that your Exam Registration form and payment have been received and approved. Your assigned exam number will be included in the confirmation, along with the location at which you will take the test.

## **5. Accommodation**

Upon request, reasonable accommodations will be made for ADA conditions. Send your request for accommodation to the Certification Division Licensing Manager as far in advance as possible, but *at least thirty days in advance of the exam date*. Requests received less than thirty days before the exam date cannot be honored. Your request for accommodation may accompany your Exam Registration form and payment of the exam fee, or may be sent separately. Either way, the request for accommodation is subject to the thirty days in advance of the exam date deadline.

## **6. Taking the Exam**

You should arrive at the exam location AT LEAST thirty minutes before the scheduled exam time. Depending on the location of the exam, street parking may be limited, designated visitor parking may be several blocks away, and you may have to clear building security before you can proceed to the exam room. Please be sure to allow adequate time.

You must present photo i.d. (the same photo i.d. you provided when you registered), and you will be given your exam in a sealed envelope. You will be instructed to open the envelope, verify the exam number against the confirmation you received, and sign your name on the exam itself (that is, the question sheet) in the presence of a staff member at the exam location. You will be provided with an answer sheet and a number 2 pencil.

Each exam has 105 questions and you must answer all 105 questions. 100 of these questions are counted for your score. The extra five questions are ones which are being validated for use in future exams, are for validation purposes only and will not be counted toward your score on the exam. You will not know which questions are the five extra questions.

You have two hours to complete the exam. You may NOT leave the room during the exam.

You may NOT bring anything with you except your keys and your photo i.d. NO cell phones, NO laptops or tablets, NO purses, NO backpacks, NO bags, NO food or drink. Very limited storage space is available for other items, so plan accordingly.

If you arrive after the scheduled exam time, you may take the exam that day, but you will not receive any additional time to complete it. If you arrive late and do not take the exam, notify the Certification Division Licensing Manager within two business days of the exam date. If timely notice is received, you will be placed on the list to take the next scheduled exam. No additional payment will be due.

In the event of an emergency that prevents you from taking the exam as scheduled, contact the Certification Division Licensing Manager as soon as possible. Arrangements will be made for you to take the next scheduled exam, and no additional payment will be due.

Please notify the Certification Division Licensing Manager as far in advance as you can - three business days if possible - ahead of the exam date if you have registered for an exam and know you will not be able to make it. If timely notice is received, you will be placed on the list to take the next scheduled exam. No additional payment will be due.

When you finish your exam, turn in the answer sheet AND your exam to the exam location staff.

## **7. Exam Results**

Certification Division staff will notify you of your results within thirty days of the exam date. 75% or higher is a passing grade, and results will be provided to you as pass/fail.

You will receive your results by e-mail (see Item 1, above). **In no event will exam results be provided by telephone.**

## **8. After the Test**

**Passing Grade:** Passing the exam is only one step in the Texas certification process. Please refer to Item 9 below and the JBCC website for information on certification requirements. Please note: exam results are valid for one year from the date of the exam.

**Failing Grade:** You may take the exam up to four times. You must register each time and pay the fee each time (see Item 1 above); the re-take fee is the same as the initial exam fee, \$175.

If you do not pass the test after four attempts, you must seek permission from the JBCC to take it a fifth time. Contact the Certification Division Licensing Manager should this situation arise.

## **9. Certification**

Taking the exam and applying for certification are two separate processes. *Certification is not automatic when you pass the exam.* As noted above, it is only one step in the Texas certification process. You must apply for certification, pay the required application fee, submit your fingerprints to the Department of Public Safety for a Texas and FBI criminal history search, and otherwise meet the qualifications for certification.